



Alberni-Clayoquot Regional District

SPECIAL BOARD OF DIRECTORS MEETING PUBLIC CONSULTATION

WEDNESDAY, MARCH 13, 2013, 6:00 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>PUBLIC CONSULTATION</u>	
a. Introduction and Overview Alberni-Clayoquot Regional District – R. Dyson	
b. Overview of 2013-2017 Alberni-Clayoquot Regional District Financial Plan – T. Fong	
c. Overview of 2013 Alberni-Clayoquot Regional Hospital District Annual Budget – T. Fong	
d. Public Input and Questions	
4. <u>2013 – 2017 REGIONAL DISTRICT FINANCIAL PLAN</u>	
a. REQUEST FOR DECISION Food Waste Feasibility Funding transferring to Capital Funding	3-4
<i>That the Board of Directors support transferring the funds of the Alberni Valley and Bamfield Waste Management Service budget allocated to line 33 of \$65,000 for a feasibility study – food waste composting study to the Capital Fund line item 69 site security - and sustainable development.</i>	
b. MEMORANDUM 2012 Actual Surplus Amounts	5-6
<i>THAT the Board of Directors of the Alberni Clayoquot Regional District receive the memorandum regarding the 2012 Actual Surplus Amounts.</i>	



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: March 13, 2013

Subject: Food Waste Feasibility Funding transferring to Capital Funding

Recommendation:

That the Board of Directors support transferring the funds of the Alberni Valley and Bamfield Waste Management Service budget allocated to line 33 of \$65,000 for a feasibility study – food waste composting study to the Capital Fund line item 69 site security - and sustainable development.

Background:

These funds were initially earmarked for a feasibility study on food waste composting to investigate the options of processing organics at the Landfill site. The organics were to originate from the City of Port Alberni, however it is premature to start this process until the City has fully investigated providing this service.

Summary:

It is proposed that these funds be redistributed for the following uses:

1. Implementing results of the Alternate Energy Options Study which will examine waste recovery and energy generation options, as requested by the Tseshaht administration.
2. Sourcing and identifying appropriate cover material options, which may include examining on site composting alternatives.
3. Increasing yard and garden drop-off opportunities to reduce the impact on air quality from back yard burning.

Time Requirements – Staff & Elected Officials:

These projects will require time for the Environmental Services staff to coordinate, provide statistics and adapt bylaws. The Solid Waste Advisory Committee will be reactivated and review the findings of these investigations.



MEMORANDUM

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Date: March 8, 2013
Subject: 2012 Actual Surplus Amounts

The following adjustments were made to the surplus (deficit) from 2012 since first reading as a result of the finalization of the 2012 financial data:

Service	Page	Adj. Made	New Surplus Amount
E911 Telephone System	2	-\$156	\$7,267
General Government	3	+\$66,313	\$352,548
Regional Parks	10	-\$75	\$12,630
Regional Planning	11	-\$2,933	\$26,217
Building Inspection	12	-\$3,143	\$21,132
Electoral Area Admin	13	-\$730	\$18,701
Mgmt of Dev. – Rural	14	-\$6,592	\$33,035
AV Emergency Plan	16	-\$21	\$9,831
AV & Bam Waste Mgmt	18	-\$6,664	\$562,189
AV Airport	19	+15,120	\$34,072
Custom Transit	22	-\$668	\$18,042
Long Beach Airport	24	-\$320	\$26,355
WC Waste Mgmt	28	-\$5,962	\$88,287
Bamfield Water System	33	+\$8,931	\$26,000
Millstream Water System	37	-\$140	-\$140
Salmon Beach Power	39	+\$961	\$8,857
Salmon Beach Security	41	+\$38	\$15,579
Salmon Beach Sewage	42	-\$82	\$1,157
Salmon Beach Trans	43	-\$21	\$30,807
Salmon Beach Water	44	-\$20	\$2,274
Sproat Lake Animal	49	-\$55	\$2,969
Sproat Lake Parks	52	-\$173	\$71,078
Sproat Lake Noise	54	-\$55	-\$5,140
Sproat Lake Fire	55	-\$65	\$4,334
Beaver Creek Animal	57	-\$55	\$2,845
Beaver Creek Noise	61	-\$53	\$947
Beaver Creek Fire	63	+\$1,214	\$8,806
Beaver Creek Water	64	+\$22,547	\$310,448
Cherry Creek Noise	68	-\$54	\$965

The 2012 trial balance has now been completed and sent to the auditor therefore no further adjustments are anticipated.

Submitted by: 

Teri Fong, CGA, Manager of Finance

Approved by: 

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: March 13, 2013

Subject: 2nd Reading of 2013-2017 Financial Plan

Recommendation:

That the Board of Directors give second reading to Bylaw cited as '2013 to 2017 Financial Plan Bylaw No. F1103', go through the attached budget document page by page making any motions to amend and then vote on second reading as amended.

That the Board of Directors include the following amending motions:

- 1. General Government page 3, line 11 – increase capital fund contribution by \$50,000 to a total of \$105,000 and page 3.2, line 69 – increase office renovation/upgrades by \$50,000 to a total of \$90,000.**
- 2. Alberni Valley Regional Airport page 19, line 19 – increase capital fund contribution by \$10,000 to a total of \$20,000.**
- 3. Bamfield Volunteer Fire Department page 32, line 3 – increase contracts with other governments by \$24,293 to a total of \$24,293 and line 10 – increase operating costs by \$24,293 to a total of \$78,793.**

Summary:

Attached separately is the draft of the Financial Plan for 2013-2017 for the Regional District that will be considered at the February 27, 2013 Board meeting. The tax requisition of the proposed budget is \$3.6 million, which is 0.78% higher than the prior year.

The following are highlights of the 2013-2017 Financial Plan:

- **General Government Services**
 - Page 3, line 6 – The unconditional governments grants were higher than previously reported as some grant money had been deferred in the prior year. As a result of the increased surplus staff recommends that an additional \$50,000 be allocated to the capital reserve fund to be used for an upgrade of the ACRD office (line 69). Many improvements are required to this aging building such as windows, HVAC system overhaul and exterior painting.
 - Page 3, lines 13 through 17 – The Alberni-Clayoquot Health Network was formed in 2012 with funding provided by the Vancouver Island Health Authority. The program

with continue development this year with assistance from Health Network Coordinator, Tanis Dagert.

- **Grants-in-aid** – There are two applications that have been deferred and therefore have not been included to date; Port Alberni Victim Services Society for \$15,000, and the Leadership Vancouver Island – WC. A decision on these applications is requested.
 - There were also an additional four applications that had been referred to the Alberni-Clayoquot Health Network and no decisions on those applications have been made yet. The applications include; AV Neighbour Link Society, 8th Ave School Backpack Club, Port Alberni Shelter Society, and Alberni Community & Women’s Services Society. If the Directors would like to include any of those applications then a motion to that effect is also required.
 - Direction still needs to be sought from the Director from Area ‘A’ Bamfield on the grant applications specifically; Island Corridor Foundation and Chamber of Commerce.
 - **Sproat Lake Marine Patrol**, page 17, line 11 - The contribution from the Alberni Valley has been decreased by \$4,000 to \$24,000 as the program has received Federal grant funding the past couple of years to help support the operations of the program but the boat is in need of replacing in 2013. This decrease was recommended by Director Penny Cote of Sproat Lake. Staff will be recommending an alternate approval process be undertaken in August of this year to create a separate service for this program.
 - **Great Central Lake Sani-Station**, page 17 – This fund has been available for many years to assist with the costs of developing a Sani-Station at Great Central Lake. Staff recommends that a letter be sent to the Province requesting the project be realized and offer the funds to assist with the costs. It is felt that the letter should have a deadline included and that if the project does not proceed that the funds be utilized in a different manner in 2014.
- **Regional Parks**, page 10, lines 21 through 24 – Capital Expenditures for the year include a Regional Trails and Parks Plan as well as the installation of a bridge over China Creek to connect stage 1 & 2 of the Alberni Inlet Trail. The bridge will be developed with assistance from the Island Coastal Economic Trust funding.
- **Regional Planning**, page 11, line 20 – The Agricultural Development Committee has requested \$30,000 in resources to support the implementation of the recommendations from the Agricultural Plan. At the February 13th, 2013 Board of Directors meeting further information was requested regarding their plan and this information will be forthcoming at the March 13th, 2013 Board meeting.
- **Electoral Area Administration**, Page 13, lines 18 through 26 – The use of the Gas Tax funds for a Regional Water Improvement Project was approved, with a minor amendment, by the Board of Directors at the February 27th meeting.
- **Management of Development – Rural Areas**, page 14.1, line 30 – Improvements to the GIS mapping data are planned for this year to increase the reliability of our mapping data. A grant application is currently submitted to assist with the costs of this update.

- Page 14.1, line 31 – The Official Community Plans for Bamfield and Sproat Lake will be completed this year and \$10,000 has been included in the budget.
- **Vancouver Island Regional Library**, page 15 – The establishing bylaw for this service is in the process of being amended to change the apportionment method from land and improvements only to 50% population and 50% land and improvements. The bylaw is currently with the Inspector of Municipalities for approval and the requisition will be adjusted if the bylaw is returned in time to be adopted on March 27th, 2013.
- **Alberni Valley Emergency Planning**, page 16, line 9 – An update of the Emergency Plan is required this year.
 - Page 16, line 10 – A generator is necessary to operate an efficient and effective Emergency Operations centre and therefore has been budgeted in the plan.
- **Alberni Valley & Bamfield Waste Management**, page 18.1, line 33 – The Manager of Environmental Services has revised his request for funding a feasibility study for food waste composting and has presented a separate request for decision regarding the modified plan for the funds. If Directors agree with the new recommendation a motion to amend the plan is required.
 - Page 18.2, line 65 – The amount of solid waste at the Landfill is reaching a point where the Ministry of Environment requires that we must develop a plan to capture the gas created by the waste.
 - Page 18.2, line 70 – The Solid Waste Management Plan expired in 2012 and the Ministry of Environment requires that the plan be updated.
- **Alberni Valley Regional Airport**, page 19 – The year end adjusting entries increased the surplus from prior years by \$15,000 therefore staff recommends increasing the contribution to the capital fund by \$10,000. This increase would still maintain a requisition that is lower than previous years.
- **Long Beach Airport**, page 24 through 24.2 – The operating budget is very tight this year, as it has been in the past few years, and staff is going to work with the newly formed advisory committee to determine some additional ways for the airport to earn revenue.
- **West Coast Waste Management**, page 28, line 13 – The closure and post closure fund contribution has been increased by \$50,000 to \$70,000 to comply with the closure plan that has been submitted to the Ministry of Environment for review.
 - Page 28.2, line 60 – The Solid Waste Management Plan expired in 2012 and the Ministry of Environment requires that the plan be updated.
- **Fire Departments** – The Fire Chiefs of Sproat Lake, Beaver Creek, and Bamfield have all expressed a desire to continue the contract with the Fire Services Coordinator for an additional year and have budgeted for this expense in their operating amounts.
 - **Bamfield Volunteer Fire Department**, page 32 – The fire department provides service, through contract, to Huu-ay-aht First Nations. The contract will generate an additional \$24,000 for the department.

- **South Long Beach Multi-Purpose Path Contribution**, page 45 – The 2013 budget includes the increased contribution of \$7,000 to the District of Ucluelet. This bylaw was recently amended to allow for the increased requisition.
- **Sproat Lake Community Park**, page 52.1, line 28 – Infrastructure upgrades to the baseball field and tennis courts at Cougar Smith Park will be completed this year with funding assistance being provided by a Federal grant.
- **Sproat Lake Noise Control**, page 54, line 6 – Due to a noise issue in the area the budget has been increased to cover the anticipated legal costs that will be required to resolve the problem.
- **Beaver Creek Community Park**, page 58 – This is a new service in 2013 as a result of the Beaver Creek Improvement District conversion and the parkland that was associated with it. The budget includes an amount for regular maintenance as well as a culvert replacement and fence repair.
- **Beaver Creek Water System**, page 64 through 64.2 – This was a very difficult budget to develop as the service is still undergoing change since conversion to the Regional District on June 1, 2012. The infrastructure is in need of extensive upgrades and staff will continue to work in 2013 to determine options for funding the capital expenditures.
- **Franklin River Road Fire Protection**, page 69 – The establishing bylaw for this service is in the process of being amended as the City of Port Alberni has requested an increase in the contract amount that exceeds the current establishing bylaw. A meeting was held with concerned residents on March 7th regarding the increasing costs and ACRD staff will work with City staff to develop some cost saving measures.

Tax Summary:

The following is a summary of the preliminary tax requisitions by area with comparisons to 2012:

Area	2013 Tax Requisition	2012 Tax Requisition	% Changes
City of Port Alberni	\$719,143.00	\$707,172.00	+1.69%
District of Tofino	\$390,849.00	\$415,989.00	-6.04%
District of Ucluelet	\$232,342.00	\$247,457.00	-6.11%
Yuułuʔiłʔatḥ	\$428.00	0	N/A
Huu-ay-aht	\$163.00	0	N/A
Area A – Bamfield	\$218,033.00	\$202,856.00	+7.48%
Area B – Beaufort	\$69,250.00	\$66,238.00	+4.55%
Area C – Long Beach	\$247,840.00	\$233,633.00	+6.08%
Area D – Sproat Lake	\$629,173.00	\$591,328.00	+6.40%
Area E – Beaver Creek	\$299,684.00	\$280,927.00	+6.68%
Area F – Cherry Creek	\$297,565.00	\$292,175.00	+1.84%

Submitted by: 
Teri Fong, CGA, Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

Bylaw No. F1103

A bylaw to adopt the 2013 to 2017 Financial Plan

The Board of Directors for the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“2013 to 2017 Financial Plan Bylaw No. F1103”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the 2013 to 2017 Financial Plan.

Read a first time this 27th day of February, 2013.

Read a second time this day of , 2013.

Read a third time this day of , 2013.

Adopted this day of , 2013.

Chairperson

Chief Administrative Officer

